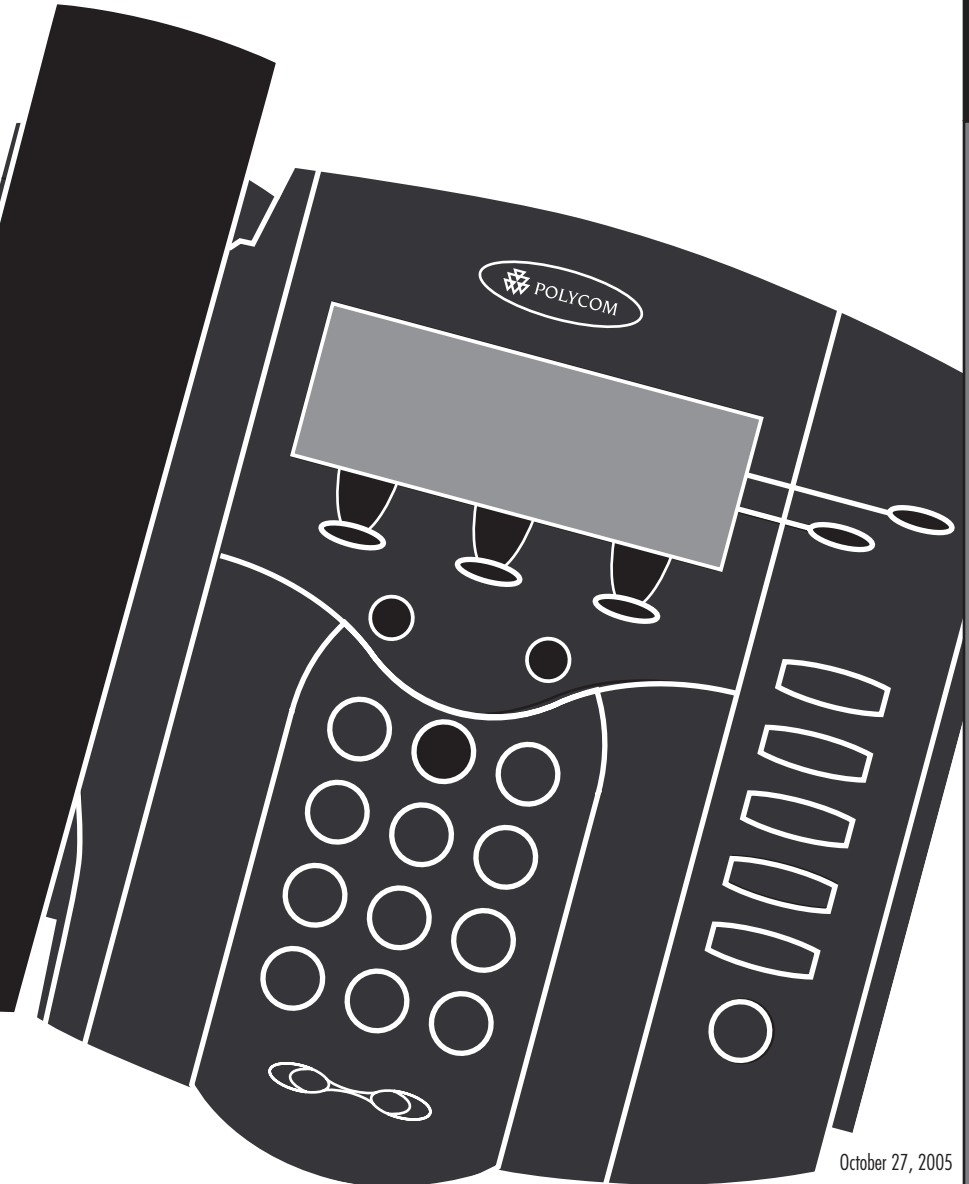




POLYCOM®

User Guide

SoundPoint® IP 300/301 SIP 1.6.x



October 27, 2005

Introduction

Thank you for choosing the SoundPoint® IP 300/301 SIP. This unit provides business telephony features and functions such as Multiple Call Appearances, Call Hold, Transfer, and Conference over an IP network. In this User Guide you will find everything you need to quickly use your new phone. Be sure to verify with your system administrator that your

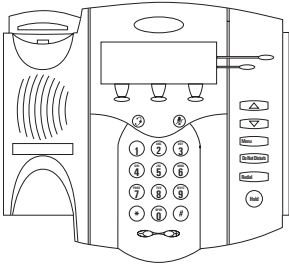
network is prepared for configuring your SoundPoint® IP 300/301 SIP phone or consult the *Administrator Guide SoundPoint®/SoundStation® IP SIP* for more information. As well, be sure to read the Parts List and the Safety Notices section in this guide before you set up and use the SoundPoint® IP 300/301 SIP phone.

Parts List

The following items are included in your SoundPoint® IP 300/301 SIP package. Check this list before installation to ensure

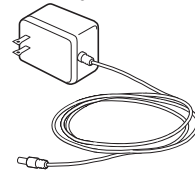
that you have received each item. If you are missing any items, please contact your system administrator.

Polycom SoundPoint® IP 300/301 SIP

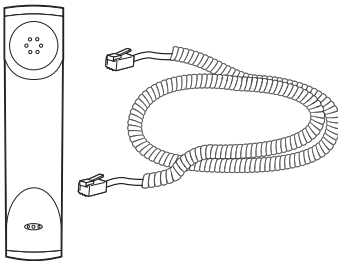


Power Adapter

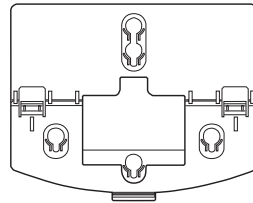
(specification varies according to country)



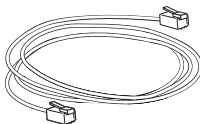
Handset & Handset Cord



Phone Base



Network / Power Cable



Quick Start Guide



Installing SoundPoint® IP 300/301 SIP

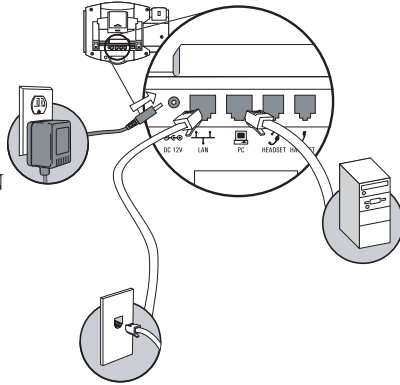
This section provides basic installation instructions and information for obtaining the best performance with the SoundPoint® IP 300/301 SIP phone. If you require additional information or assistance with your new phone, please contact your system administrator.

The SoundPoint® IP 300/301 SIP User Guide includes regulatory compliance information that your system administrator should review and can also be found at: www.polycom.com

Connecting Network and Power Source

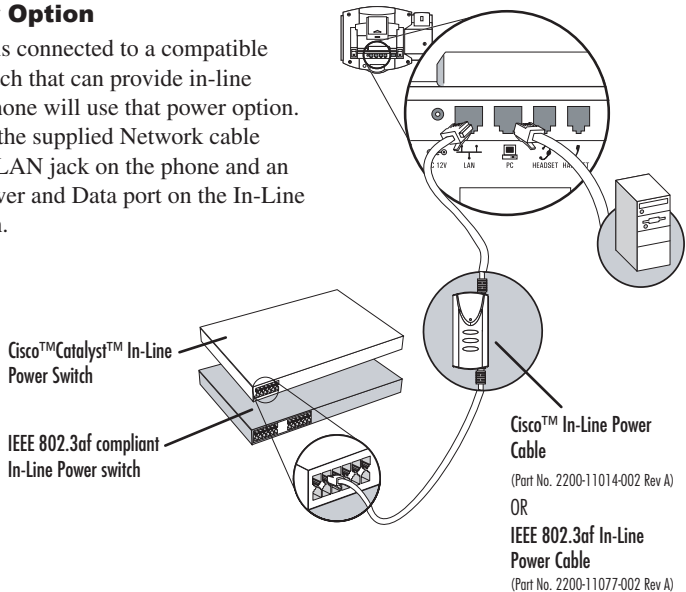
AC Power Option

Connect the supplied Network Cable between the LAN jack on the phone and the LAN port on the wall or hub/switch device port. Connect the DC plug of the AC wall adapter into the supplied LAN cable as shown.



In-Line Power Option

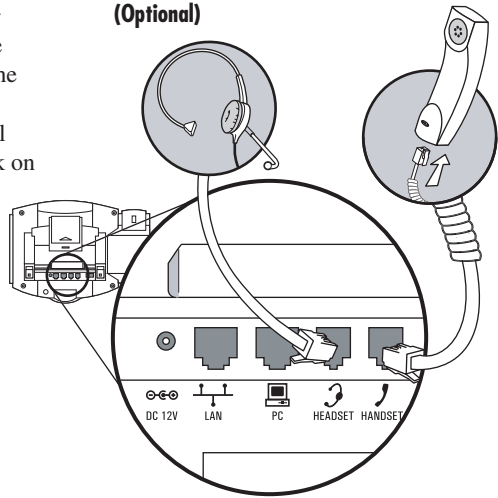
If the phone is connected to a compatible Ethernet switch that can provide in-line power, the phone will use that power option. Simply plug the supplied Network cable between the LAN jack on the phone and an available Power and Data port on the In-Line Power switch.



Connecting the Handset and Optional Headset

1. Connect the short straight end of the phone cord to the handset and the corresponding longer straight end of the cord to the handset jack on the back of the phone.
2. Connect the headset (optional accessory) to the headset jack on the back of the phone.

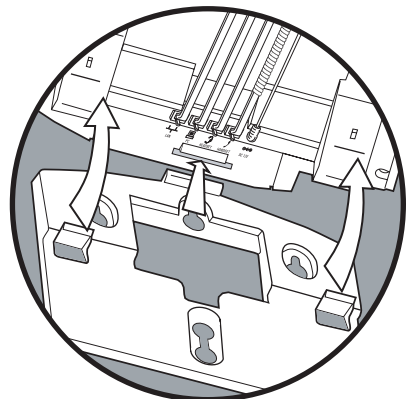
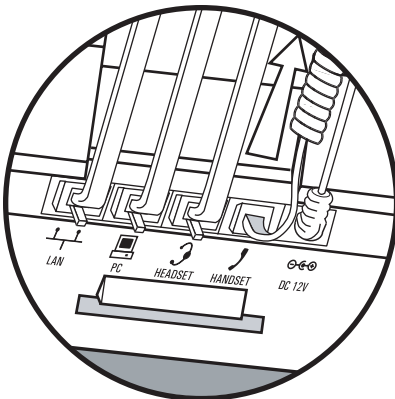
(Optional)



*For information on headsets,
please visit www.polycom.com
and choose the Support link.*

Attaching the Base

1. Place all cords in the recessed area above the modular jacks as shown.
2. Align the two protrusions on the bracket with their corresponding holes in the phone and snap them together to lock the base to the phone.



Features

Soft Keys

The screen will display labels for these keys, to identify their context-sensitive functions.

Headset

Microphone Mute

Dial Pad

These 12 keys provide the 10 digits, alphabetic and special characters available in context sensitive applications.

Line/Speed Dial Keys

Use these keys to activate up to two lines or one line and a speed dial that can be assigned to your phone.

Display Control Keys

Use the arrow keys to scroll through the displayed information.

Feature Keys

Access important features using these keys.

Hold

Hookswitch

Speaker

For ringer and hands-free audio output.

Indicator

This will alert you to incoming calls, new messages, and other events.










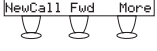

Character Display

Shows information about calls, messages, soft keys, time, date, and other relevant data.

Volume Keys

Use these to adjust the volume of the handset, headset, speaker, and ringer.

Key Descriptions

Feature Key	Description
	Mutes audio transmission locally during calls.
	Allows users to place and receive calls through an optionally connected headset.
	Line or Speed Dial keys.
	Scrolls through menu options.
	Scrolls through menu options.
	Access local and server features.
	Cancels ringing and directs incoming calls to your Voice Mail (if supported).
	Dials last connected party from the phone.
	Places current active call in Hold state.
	Soft keys to select from various context-sensitive options.
	Volume keys to adjust audio and ringer volume.
Dial Pad	General dialing and alphanumeric entry (including special characters).

Using SoundPoint® IP 300/301 SIP

Placing a Call


Using the Handset:

1. To obtain dial tone, pick up the handset.
2. Dial the desired number,


OR

Dial by SIP URL or IP[†] address:

- After obtaining dial tone press **Name**
- Enter URL or IP (press * for "." and # for "@")
- Press **Send** to complete the call.

During a call, users can alternate between handset or headset modes by pressing the  key, or picking up the handset.

Using Listen Mode:

1. With the handset on-hook, press , and choose *Features*, followed by *Listen Mode*.


2. Dial the desired number,

OR

Dial by SIP URL or IP[†] address as above.

Listen Mode can be used for listening to a conference call but not actively participating, or for checking voice mail.

Using the Headset:


1. With the optional headset connected, press a line key, , or **NewCall** to obtain dial tone.

2. Dial the desired number,

OR


Dial by SIP URL or IP[†] address as above.

See also Headset Memory Mode.

Users also have the option to dial directly from the dial pad without first getting dial tone. Simply enter the number then lift the handset or press the **Dial** soft key or press the  key.

In all cases, the active call will appear on the display showing call duration and destination.

[†]Examples: 10.3.0.42
joe@205.173.1.24
sip: jane@polycom.com

To obtain the IP address of your phone, press  followed by *Status*, *Platform* and *Phone*. The IP address is listed together with other network information.

Answering a Call



Using the Handset:

Pick up the handset.


Using Listen Mode:

Press the **Answer** soft key or the line key ()

Using the Headset:

Pressing  will answer the call through an optionally connected headset. If headset memory mode is enabled, pressing the line key () will do the same.


In all cases, the active call will appear on the display showing call duration and destination.

*Incoming calls may be ignored by pressing the **Reject** soft key or  during ringing.*

*If there is an active call when a new incoming call is received, pressing the **Answer** soft key places the active call on hold to answer the new call.*

*Pressing **Answer** will also answer the call in the previously connected mode.*

Call Hold and Resume


During a call, press  or the **Hold** soft key. The call will be placed on hold and this will be indicated on the display. Press the **Resume** soft key to retrieve the call.

Multiple Calls on Hold

If multiple calls are on hold on a single line key, use the arrow keys to switch between the calls then press the **Resume** soft key to retrieve the desired call. If more than two calls are on hold on a single key, an indication will appear on the display, for example “2/3” shows that this is the second call out of three calls.

If calls are on hold on more than one line key, the details of the calls on any line key can be viewed by pressing that line key and holding it down for a few seconds. If a line key is pressed briefly, the first call on hold on that line key will be retrieved.

Microphone Mute






During a call, press . The LED on the phone lights up and a flashing microphone on the display indicates that the other party (parties) cannot hear you.

Microphone Mute applies to handset and headset modes. You can still hear all other parties while Mute is enabled.

To turn off Microphone Mute, press  again.

General Key Use

To navigate through menus and to enter data, these are useful tips:

1. Use  and  or the **Next** and **Prev** soft keys to scroll through lists. In some lists the  and  keys can be used as “Page Up” and “Page Down”.
2. Many soft keys can only be accessed by pressing the **More** soft key.
3. The  key can be pressed to quickly exit from any menu.
4. To enter text using the dial pad, press the number keys one or more times. For example, for ‘A’ press ‘2’ and for ‘C’ press ‘222’. When in text entry mode the display title will show whether keys will generate numbers (**1**), upper-case (**A**) or lower-case (**a**) characters and the **1/A/a** soft key can change this.

Local Conferencing

A conference may be created with two other parties using the phone’s local conferencing feature.

Ending the call on the conference originator’s phone will end the conference.

1. Place a call to the first party.
2. Press the **Conf** soft key to obtain a new line (the active call is placed on hold).
3. Dial the number of the second party or use the arrow keys to access speed dial numbers or the missed call list, or use the Features menu to access placed and received call lists. From one of these lists press the **Dial** soft key.
4. When the second party answers, press the **Conf** soft key again to join all parties in the conference, or press the **Split** soft key to put the first call on hold and keep the second call as the active call.

A conference may be created at any time between an active call and a call which is on hold (on the same line) by pressing the **Join** soft key.

Splitting a Conference

When a conference has been established, a **Split** soft key is available. Pressing this

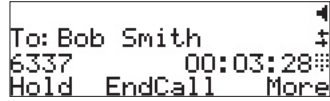
key will split the conference into two calls on hold.

Transferring a Call

1. During a call, press the **Trnsfr** soft key (the active call is placed on hold).
 2. Press the **Blind** soft key if a blind transfer (without consultation) is required.
 3. Dial the number to which you want to transfer the call or use the arrow keys to access speed dial numbers or the missed call list, or use the Features menu to access placed and received call lists. From one of these lists press the **Dial** soft key. (This step completes a blind transfer.)
 4. Press the **Trnsfr** soft key again after consulting with the new party to complete a consultative transfer or press the **Split** soft key to put the first call on hold and keep the second call as the active call.
- Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.

Call Timer

Call progress on an active call is monitored through a local call timer. This is visible within the active call window on the display.




```
To: Bob Smith
6337          00:03:28
Hold EndCall More
```


Ending a Call

Press the **EndCall** soft key.

OR

Replace the handset, or press  if in Headset Mode.

Redial

Press  to dial the last call placed from your phone.

To redial another previously dialed number, press the **Menu** soft key, and select *Features, Call Lists*, then *Placed Calls*.

You will see a list of previously placed calls. Choose the number you wish to redial and press **Dial**.

Call Forwarding

Calls may be Forwarded (Diverted) to another extension as follows:

1. Press the **Fwd** soft key from the phone's idle display.
2. (Optional) If multiple lines are in use, select which line to forward.
3. Enter a number or URL to forward all future calls to.
4. Press the **Enable** soft key to confirm Call Forwarding.

Idle display returns with a moving arrow on the line label to confirm Call Forwarding enabled.

To turn call forwarding off:

1. Press the **Fwd** soft key from the phone's idle display.
2. (Optional) If multiple lines are in use, **Select** which line to disable Call Forward.
3. Press the **Disable** soft key.

Idle display returns and the line indicator now displays the regular icon.

Volume Adjustment

Press the volume keys to adjust receiver volume during a call. Pressing these keys in idle state adjusts the ringer volume.

To conform to regulatory requirements, handset and headset volume will return to a preset level after each call. Hands-free volume settings will be maintained across calls.

Do Not Disturb

Press **Do Not Disturb** to prevent the phone from ringing on incoming calls. A flashing icon and text on the display indicates that Do Not Disturb is on.

Calls received while Do Not Disturb is enabled are logged in the *Missed Call* list.

To turn off Do Not Disturb, press **Do Not Disturb** again.

(Optional) If multiple lines are in use, Do Not Disturb can be set on a line-by-line basis. Contact your system administrator for further details. When Do Not Disturb is enabled for a particular line, this is indicated by a flashing “X” beside the line indicator on the display.

Time and Date

Time and Date is clearly displayed on the SoundPoint® IP 300/301 SIP phone. If the phone cannot obtain a time and date from the server, the display will flash. Contact your system administrator if either time or date is incorrect. Users have control over the format of the display and can turn it off. Select options which are right for you as follows:

1. Press **Menu**.
2. Select *Settings* followed by *Basic, Preferences, Time & Date*;
3. Select from *Date Format, Time Format, Clock Order* or *Enable/Disable*.
4. Scroll through the options via the up and down arrow keys.
5. Press **Select** to confirm and **Menu** to return directly to the idle display.

Headset Memory Mode

As an option, the headset can be permanently enabled. This is especially useful for regular headset users.

To do this:



1. Press **Menu**.
2. Select *Settings* followed by *Basic, Preferences, Headset Memory*.
3. Use the up or down arrows and **Select** soft key to enable Headset Memory Mode.
4. Press **Menu** to return directly to the main menu.

Subsequent calls to or from this phone using the headset will activate a flashing headset icon on the display. Pressing the line keys or **Answer** soft key to receive a call will now connect to the user's headset automatically.

Repeat steps 1-3 and select **Disable** to turn Headset Memory Mode off.

Display Contrast



To adjust the contrast on the display to a comfortable level:

1. Press . Select *Settings* followed by *Basic, Contrast*.
2. Press the **Up** or **Down** soft keys (or volume keys) to increase or decrease the display contrast.
3. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.
4. Press  or the **Exit** soft key to return to the idle display.

Ring Type

Many ring types are available. Users can select different rings to distinguish between lines or to have a different ring from their neighbor's phone.


To change the incoming ring:

1. Press . Select *Settings* followed by *Basic, Ring Type*.
2. (Optional) If multiple lines are used, first select which line to change.
3. Using the arrow keys, highlight the desired ring type. Press the **Play** soft key to hear the selected ring type.
4. Press **Select** to change to the selected ring type.
5. Press  or the **Exit** soft key to return to the idle display.

See also **Distinctive Ringing / Call Treatment**.

Call Lists


A local list of calls missed, received, and placed is maintained by the phone (up to 100 for each).

Press . Select *Features* followed by *Call Lists*. Select *Missed, Received, or Placed Calls* as desired. Call information will be displayed.

Choose:

1. **Edit** to amend the dial string if necessary.
2. **Dial** to return the call.
3. **Exit** to return to the previous menu.
4. **Info** to view information about the call.
5. **Save** to store the contact to the Contact Directory.
6. **Clear** to delete the call from the list.




Press the **Exit** soft key to return to the idle display.

To quickly view the Missed Calls list from the idle display press .

Contact List

In addition to a directory of missed, placed, or received calls, the phone can store a local directory of 200 or more contacts*. Users can add, delete, edit, dial, or search for any contact in this list through just a few key strokes.

To add or edit a contact:

1. Press , select *Features* and *Contact List*.
2. Press **Add** to enter another contact into the phone's database or press **Edit** to edit an existing entry.
3. To move between fields when editing, use the **Next** or **Prev** soft keys. Enter first and/or last name from the keypad. Press the **1/A/a** soft key to select between numeric and upper/lower case alphanumeric modes.
4. Enter the Contact number. This is a required field and it must be unique (not already in the directory).
5. Speed Dial Index, Ring Type and Divert Contact may be left blank.
6. Use  and  or the **Change** soft key to switch between Enabled and Disabled settings for the last four fields.
7. Press **Save** to confirm or **Cancel** to abandon the changes, then press **Exit** to return to the idle display.

*Contacts can be easily added from Call Lists. See **Call Lists** for more information.*

To search for a particular contact:

1. Press **Search** from the *Contact List* menu.
2. Using the dial pad, enter the first few characters for First or Last names.
3. Press **Search** to search for contacts.
4. Successful matches can be dialed from the resulting screen.

**Limit depends on Server configuration. Contact your system administrator for full details.*

Troubleshooting

No Dial-Tone

Verify power is correctly applied to the SoundPoint® IP 300/301 SIP phone:

- Check that the display is illuminated.
- Make sure the LAN cable is inserted properly at the rear of the phone (try unplugging and re-inserting the cable).
- If using in-line powering, check that the switch is supplying power to the phone (contact your system administrator).

Verify if dial tone is present on any other audio paths:

- Switch between handset, headset (if present) or hands-free to see if dial tone is present on these other paths.
- If dial tone exists on one of these, connect a different handset or headset to isolate the problem.

No Display, Incorrect Display or Bad Contrast

Verify power is correctly applied to the SoundPoint® IP 300/301 SIP phone:

- As “No Dial-Tone” above.

Verify contrast adjustment:

- Follow the instructions in this User Guide to adjust the contrast to a darker level.
- Reboot the phone to obtain a default level of contrast (follow the instructions in this User Guide).

Verify successful outbound or inbound calling:

- Place a call to the phone under investigation. Check that the display indicates incoming call information.
- Lift the handset. Ensure dial tone is present and place a call to another extension or number. Check that the display changes in response.

No Ringing

Verify incoming ring setting and volume level:

- Adjust the ringing level from the front panel using the volume up/down keys.
- Check that the Ring Type selected in the Settings menu is not the Silent Ring.

Verify successful outbound or inbound calling:

- As “No Display” above.


No Audio on Headset

Verify correct connections:

- Ensure the headset is plugged into the jack marked **Headset** at the rear of the phone.
- Ensure the headset amplifier (if present) is turned on and/or the volume is correctly adjusted.


No Response from Feature Key Presses

Verify phone is in active state:

- Make a call to the phone to check for inbound call display and ringing as normal. If successful, try to press feature keys within the call to access Directory or Buddy Status for example.
- Press  followed by *System Status* and *Server Status* to confirm line is actively registered to the server.
- Reboot the phone to attempt re-registration to the server.

Display shows “Network Link is Down”

Verify LAN cable is properly connected:

- Check termination at the switch or hub (furthest end of the cable from the phone).
- Check that the switch or hub is operational (flashing link/status lights) or contact your system administrator.
- Press  followed by *System Status* and *Network Status*. Scroll down to verify LAN port is Active.
- Reboot the phone to attempt re-registration with the server.

Safety and Compliance

Part 15 Rules

This device is compliant with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and

2. This device must accept any interferences received, including interference that may cause undesired operation.

Class B Digital Device or Peripheral

Note: This equipment is tested and complies with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off

and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experience radio/TV technician for help.

Modifications

In accordance with Part 15 of the FCC Rules, the user is cautioned that any changes or modifications not expressly approved

by Polycom, Inc. could void the user's authority to operate the equipment.

Installation Instructions

Installation must be performed in accordance with all relevant national wiring rules.

L'Installation doit être exécutée conformément à tous les règlements nationaux applicable au filage électrique.

Plugs Acts as Disconnect Device

The socket outlet to which this apparatus is connected must be installed near the equipment and must always be readily accessible.

La prise électrique à laquelle l'appareil est branché doit être installée près de l'équipement et doit toujours être facilement accessible.

Industry Canada (IC)

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

CE and VCCI Mark

This SoundPoint® IP 300/301 SIP is marked with the CE mark. This mark indicates compliance with EEC directories 89/336/EEC and 73/23/EEC.

A full copy of the Declaration of Conformity can be obtained from Polycom Ltd., 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

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Polycom Limited Warranty and Limitation Liability

LIMITED WARRANTY. Polycom warrants to the end user (“Customer”) that this product is expected to be free from defects in workmanship and materials, under normal use and service, for one year from the date of purchase from Polycom or its authorized reseller.

Polycom’s sole obligation under this express warranty is at Polycom’s option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options are reasonably available, Polycom may, on its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of Polycom. Replacement products or parts may be new or reconditioned.

Polycom is expected to warrant any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer.

Products returned to Polycom must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycom until the returned item is received by Polycom. The repaired or replaced item will be shipped to Customer, at Polycom’s expense, not later than thirty (30) days after Polycom receives the defective product, and Polycom will retain risk of loss or damage until the item is delivered to Customer.

Exclusions

Polycom will not be liable under this limited warranty if its testing and examination disclose that the alleged defect or malfunction in the product does not exist or results from:

- Failure to follow Polycom's installation, operation, or maintenance instructions.
- Unauthorized product modification or alteration.
- Unauthorized use of common carrier communication services accessed through the product.
- Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or
- Acts of third parties, acts of God, accident, fire, lightening, power surges or outages, or other hazards.

Warranty Exclusive

IF A POLYCOM PRODUCT DOES NOT OPERATE AS WARRANTED ABOVE, CUSTOMER'S SOLE REMEDY FOR BREACH OF THAT WARRANTY SHALL BE REPAIR, REPLACEMENT, OR REFUND OF THE PURCHASE PRICE PAID, AT POLYCOM'S OPTION. TO THE FULL EXTENT ALLOWED BY LAW, THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, TERMS, OR CONDITIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE,

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Service Agreements

Please contact your Polycom Authorized Reseller for information about service

agreements applicable to your product.

Limitations of Liability

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